

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

FINAL

Executive Summary

Space Designation		Space Need				Notes
No.	Function		2021 (current need)	2030	2040	
COMMON/SHARED SPACES						
C-1	Common Spaces	2,803	3,648	3,648	3,648	
	COMMON/SHARED TOTAL	2,803	3,648	3,648	3,648	
POLICE DEPARTMENT						
P-1	Records Storage	600	775	775	775	
P-2	Community Resources	200	0	0	0	
P-3	Administration	425	2,140	2,140	2,140	
P-4	Dispatch	800	610	770	770	
P-5	Booking and Intake	2,115	2,125	2,125	2,125	
P-6	Property and Evidence	2,363	1,380	1,380	1,380	
P-7	Investigations	720	765	925	925	
P-8	Patrol/Operations/Training	2,468	1,823	1,925	1,925	
P-9	PD Departmental Support	2,113	2,021	2,021	2,021	
	POLICE TOTAL	11,803	11,639	12,061	12,061	
BUILDING SUPPORT						
S-1	Facility Support	2,180	2,005	2,005	2,005	
	BUILDING SUPPORT TOTAL	2,180	2,005	2,005	2,005	
	TOTAL ALL PROGRAMS	16,785	17,291	17,714	17,714	

Existing PD Benchmark	Approx. GSF	7420	on 2 Levels	Level 1= 3940+/- SF Gross
Proposed 20 year Space Program Delta	226%	233%	239%	Level 2= 3480+/- SF Gross

Programmatic Needs Assessment

Police Dep. Building Study
 Town of Exeter, NH

FINAL

Executive Summary cont'd - Parking

Parking Requirements				
	STAFF Secured	VISITORS Adjacent to PD Entrance	PD VEHICLES Secured	TOTAL
Police Department	20	2	17	39
Public/Visitors Community Room	0	10	0	10
Auto Impound Area				2
TOTAL PARKING NEED	20	12	17	49

Notes
 includes required ADA spaces - Covered parking for Command Vehicles and Cruisers (12 total)
 includes 2 ADA spaces
 Fenced in area with CCTV coverage and lighting

PD Special Requirements
CCTV Security at building perimeter, parking, interior spaces
Radio / Communication Antenna
Dispatch Consoles
Building Security System including card key access, bollards, fencing, video surveillance
Detention Hardware
Evidence Storage and Biometric Evidence Drop Lockers & Evidence Processing Equipment

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

C-1 Common Spaces

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
C-1	Common Spaces				
C-1.1	Entry Vestibule	80	80	80	
C-1.2	Public Lobby	225	225	225	seating for 4 people, prescription drug drop off (mailbox size)
C-1.3	Public Restrooms @ 64 sf each	2	128	128	one with direct access to Community Room
C-1.4	Administrative Assistant/Receptionist	0	0	0	currently staffed by Dispatch
C-1.5	Small Interview/Briefing Room	120	120	120	accessed from Lobby, also used as Sex Offender Waiting, Records Conference Room
C-1.6	Community Meeting Room/Training/Commissioners Briefing Room/Command Staff Conference Room	1,000	1,000	1,000	Up to 50 occupants. Accessible directly from the PD Lobby. Technology for Common Operating Picture (COP) during emergencies. Includes Law Library.
C-1.7	Community Meeting Room Storage	100	100	100	accessible from Community Room for Chairs/tables storage
C-1.8	Community Meeting Room Kitchenette Alcove	40	40	40	locate inside the Community Room
C-1.9	Physical Agility Room/Defense Tactics Lab	625	625	625	25 x 25
C-1.10	Fitness Room	300	300	300	15 x 20 - Up to 10 staff at one time
C-1.11	Roll Call Room	300	300	300	Up to 15 officers. Provide 2 Flat Screen TV, Lectern for Duty Officer with mike, lap top
	SUBTOTAL	2,918	2,918	2,918	
	Efficiency Factor 25%	730	730	730	
	TOTAL C-1	3,648	3,648	3,648	

Programmatic Needs Assessment

Police Dep. Building Study
 Town of Exeter, NH

P-2 Community Resources

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-2	Community Resources				NOT REQUIRED
P-2.1	Animal Control Work Area	NOT REQUIRED			
P-2.2	K-9 Storage with Safe	NOT REQUIRED			
P-2.3	School Resource Officer (SRO) Work Station	NOT REQUIRED			
	SUBTOTAL	0	0	0	
	Efficiency Factor 25%	0	0	0	
	TOTAL P-2	0	0	0	

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

Space ID Name

P-3 Administration

Program Area

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-3	Administration				
P-3.1	Chief of Police Office	192	192	192	12x16 Private
P-3.2	Deputy Chief	168	168	168	12x14 Private
P-3.3	Lietenant Patrol	120	120	120	10x 12 Private
P-3.4	Lietenant Professional Standards	120	120	120	10x12 Private
P-3.5	Seargent Office - Shared	180	180	180	12x15 Shared by up to 3 - Private
P-3.6	Unisex ADA Accessible Toilet	60	60	60	
P-3.7	Copy/Supply Alcove	100	100	100	
P-3.8	Reception/Waiting Area	100	100	100	10 x 10
P-3.9	Administrative Assistant Records	0	0	0	Refer to P-1.5 included under Records
P-3.10	Office Manager	144	144	144	12 x 12 Private
P-3.11	Police Staff Pesonnel Files	120	120	120	Secure Storage with limited access only to authorized acces
P-3.12	Prosecutor	120	120	120	10 x 12 Private
P-3.12.1	Admin Assistant Prosector	48	48	48	6 x 8 Open Cubicle
C-1.6	Command Staff Conference Room	240	240	240	12 x 20 - Up to 12 staff. Accessible directly from Chief Office and from Admin Lobby
	SUBTOTAL	1,712	1,712	1,712	
	Efficiency Factor 25%	428	428	428	
	TOTAL P-3	2,140	2,140	2,140	

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

P-4 Dispatch

Space Designation		Space Need			Notes	
No.	Function	2021 (current need)	2030	2040		
P-4	Dispatch					
P-4.1	Dispatch Supervisor	100	100	100	Private office - vision panel glass to main dispatch space	
P-4.2	Call Taker/Dispatchers @ 80 sf each	4	128	256	256	current: 2 dispatchers + supervisor. Includes 2 workstations Increase to 4 stations 8 x 8
P-4.2.1	Service Window to Lobby		0	0	0	Secured projectile rated service window
P-4.3	Break Room with Lockers		120	120	120	lockers + kitchenette
P-4.4	Staff Unisex Bathroom		60	60	60	
P-4.5	Specialized Equipment Storage		80	80	80	Dispatch equipment and dedicated server area - additional cooling
P-4.6	IT/Server Room - Serves entire PD Facility		0	0	0	Refer to Facility Support
	SUBTOTAL		488	616	616	
	Efficiency Factor 25%		122	154	154	
	TOTAL P-4		610	770	770	

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

P-5 Booking and Intake

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-5	Booking and Intake				
P-5.1	Vehicle Sally Port	720	720	720	2 bay @ 24' x 30' Drive Thru - include space for 2 cars, 2 to 3 bicycles, and 1 motorcycle
P-5.2	Detainee Wash Down Alcove	12	12	12	Inside Sally Port area
P-5.3	Security Vestibules @ 64 sf each	2	128	128	8x8 with interlocking hardware onlu allowing one door at a time to open
P-5.4	Juvenile Holding Cell @100 sf each	1	80	80	8x10 Separated sound and visual from Adult cells
P-5.5	Detainee Property Storage Room		80	80	Lockable Storage
P-5.6	Booking / Processing		120	120	combined adult and juvenile
P-5.7	Adult Male Holding Cells @100 sf each	1	100	100	
P-5.7.1	Adult Female Holding Cells @100 sf each	1	100	100	
P-5.8	Intoxilizer Room with Medical Area		120	120	
P-5.9	Live Scan Alcove		80	80	
P-5.10	Secured Interview Room		100	100	
P-5.11	Temporary Evidence Drop Lockers		60	60	4 lockers
C-1.5	Small Interview/Briefing Room		-	-	see Common C-1
	SUBTOTAL		1,700	1,700	
	Efficiency Factor 25%		425	425	
	TOTAL P-5		2,125	2,125	2,125

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

P-6 Property and Evidence

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-6	Property and Evidence				
P-6.1	Evidence Drop/Retrieval/Viewing Room	120	120	120	Coutner space. Adjacent to booking - Biometric Lockers for after hours evidence drop
P-6.2	Long Term Evidence Storage Room	300	300	300	High Density Shelving System
P-6.2.1	Short Term Evidence Storage Room	100	100	100	Lockable and secure
P-6.3	Cash/Valuables Vault	40	40	40	Lockable and secure
P-6.4	Weapons Vault	100	100	100	Lockable and secure
P-6.5	Narcotics Vault	120	120	120	Lockable and secure
P-6.6	Chemical Processing Lab/Lab Tech	160	160	160	Fume Hood, Offgasing and evidence testing
P-6.7	Evidence to Be Destroyed Staging Area	60	60	60	Lockable and secure
P-6.8	Freezer Bank/DNA Storage	40	40	40	Inside Evidence Storage area
P-6.9	Found Articles Storage	64	64	64	Lockable and secure
P-6.10	Vehicle Evidence Processing Bay (indoor)	0	0	0	Will utilize one of the two Sally Port bays
P-6.11	Auto Impound - vehicles	0	0	0	Please refer to Parking Requirements in the Executive Summary
	SUBTOTAL	1,104	1,104	1,104	
	Efficiency Factor 25%	276	276	276	
	TOTAL P-6	1,380	1,380	1,380	

Programmatic Needs Assessment

Public Dep. Building Study

Town of Exeter, NH

Space ID Name

P-7 Investigations

Program Area

Space Designation			Space Need			Notes
No.	Function		2021 (current need)	2030	2040	
P-7	Investigations					
P-7.1	Detective Workstations @ 64 sf each	2,4	128	256	256	Up to 4 detectives sharing one open office area with privacy cubicles
P-7.1.1	Detective Seargeant		100	100	100	Private Office
P-7.2	Investigations Files Storage		60	60	60	Lockable and secure
P-7.3	Specialized Equipment Storage Room		100	100	100	Includes Detectives protection gear
P-7.4	Detainee Restroom		64	64	64	Gender neutral and lockable
P-7.5	Interview Rooms @ 100 sf each	1	100	100	100	Fixed furniture, cuf bar, oen way viewing window, audio and video capture
P-7.6	Interview Monitoring Equipment Room		60	60	60	Adjacent to Interview Room
	SUBTOTAL		612	740	740	
	Efficiency Factor 25%		153	185	185	
	TOTAL P-7		765	925	925	

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

P-8 Patrol/Operations/Training

Space Designation			Space Need			Notes
No.	Function		2021 (current need)	2030	2040	
P-8	Patrol/Operations/Training					
P-8.1	Patrol Workstations (F/T) @ 36 sf each	4,6	144	216	216	Shared Counter/workstations
P-8.2	Patrol Work Area Files Storage		20	30	30	can be included with workstations area (not separate); stackable file cabinets
P-8.3	Patrol Sergeant's Suite @ 80 sf each	1	100	100	100	Group office - open workstations.
P-8.4	Staff Sergeant's Office	1	100	100	100	Private office
P-8.5	Patrol Central Business Hub		60	60	60	copy, print, shared supplies & resources
P-8.6	Armory		100	100	100	Secured space
P-8.6.1	Fire Arm Cleaning		120	120	120	Benches and ventilation
P-8.7	Ammunitions Storage		50	50	50	Secured space
P-8.8	Quartermaster Supply Storage		200	200	200	Secured space
P-8.9	PD Bicycle Storage @16 sf each	4	64	64	64	Police bicycles; near equipment bays
P-8.10	Automotive Supply		200	200	200	Adjacent to the Sallyport
P-8.11	Reference Library		-	-	-	included in Admin sm. Meeting room P-3.4
P-8.12	Patrol Roll Call Room	15	300	300	300	15 x 20 - adjacent to Patrol work space. Accommodate 12 to 15
C-1.6	Small Interview/Briefing Room		-	-	-	See Common C-1
C-1.10	Physical Agility Room/Defense Tactics Lab		-	-	-	See Common C-1
	SUBTOTAL		1,458	1,540	1,540	
	Efficiency Factor 25%		365	385	385	
	TOTAL P-8		1,823	1,925	1,925	

Programmatic Needs Assessment

Public Safety Building Study

Town of Exeter, NH

Space ID Name

P-9 PD Departmental Support

Program Area

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2021 (current need)	2030	2040	
P-9	PD Departmental Support					
P-9.1	Staff Restrooms @ 150 sf each	2	300	300	300	
P-9.2	Male Locker Room	24	360	360	360	15 SF/Officer - up to 24 officers
P-9.3	Male Shower Room	4	150	150	150	Individual Shower Stalls
P-9.4	Female Locker Room	10	150	150	150	15 SF/Officer - up to 10 officers
P-9.5	Female Shower Room	2	75	75	75	Individual Shower Stalls
P-9.6	Central Break Room		192	192	192	12 x 16 - Refrigerator, MW, Sink, cabinets
P-9.7	PD Storage		60	60	60	
P-9.8	Unisex Dormitories @ 90 sf each	2	180	180	180	
P-9.9	Indoor Storage Area for Large Items		100	100	100	Radar trailer, etc.
P-9.10	Washer/Dryer Alcove		50	50	50	Adjacent to Patrol Locker Rooms and Break Room
	SUBTOTAL		1,617	1,617	1,617	
	Efficiency Factor 25%		404	404	404	
	TOTAL P-9		2,021	2,021	2,021	

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

Space ID Name

S-1 Facility Support

Program Area

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
S-1	Facility Support				
1-1.1	Trash/Recycling Storage - central to entire PD	80	80	80	adjacent to PD back door and close to exterior dumpster area
1-1.2	Custodial Closet - 1 per floor 2	120	120	120	60 SF each with mop sink
1-1.3	Mechanical Room 1	240	240	240	Allowance
1-1.4	Electrical Room 1	100	100	100	Allowance
1-1.5	Stair Towers @ 200 sf each 2	400	400	400	Assumes 2 story building
1-1.6	General PD Storage 1	80	80	80	
1-1.7	IT Server Room	150	150	150	See Dispatch
1-1.8	IT Storage	50	50	50	Lockable
1-1.9	Telephone/Fiber Room	80	80	80	Lockable
1-1.10	IT/IDF Closets @ 32 sf each 2	64	64	64	One per floor
1-1.11	Elevator Machine Room	80	80	80	Adjacent to Elevator
1-1.12	Elevator 2	160	160	160	8x10 per floor - assume 2 stop - ADA Accessible
	SUBTOTAL	1,604	1,604	1,604	
	Efficiency Factor 25%	401	401	401	
	TOTAL S-1	2,005	2,005	2,005	